



2012 License Renewal Tips and Resources

The Professional Licensing Agency Main Page
PLA.IN.Gov

The Board of Accountancy Main Page
In.gov/pla/accountancy.htm

License Express –

Learn, Renew, Update and Order! in.gov/pla/license.htm

License express can be found on the left top column of almost all pages within the PLA website.

Learn Your License Number	in.gov/pla/license.htm	Select> <i>Free Search & Verify</i> mylicense.in.gov/everification/Search.aspx
Update Your Information	in.gov/pla/license.htm	Select> <i>Renew License and Update Address</i> mylicense.in.gov/egov
Renew Your License	in.gov/pla/license.htm	Select> <i>Renew License and Update Address</i> mylicense.in.gov/egov
Order Your License Card	in.gov/pla/license.htm	Select> <i>Order License Card</i> mylicense.in.gov/egov

Frequently Asked Questions

Q: How do I access my information to renew or update?

A: Go To: mylicense.in.gov/egov

License #:

Tip: This is your entire license number (include letters and numbers).

Password:

Tip: Your password is the last four digits of your social security number. If you are accessing your business, enter your license number again.

Q: I forgot my license number, how can I learn my license number?

A: Go to: mylicense.in.gov/everification/Search.aspx
A search for your name will provide your license number.

Q: Why does it cost more to renew online?

A: The additional cost for online renewals goes directly to the credit card processing companies for their processing service. The Board of Accountancy (the board) does not receive that additional amount.

Q: Why can't I renew on-line? It will not let me renew and my license expires in June.

A: With the exception of the professional corporation license, all accountancy licenses expire June 30, 2012. License renewals will be available starting April 18, 2012. If you do not want to renew online, you will need to contact our office at accountancy@PLA.IN.gov to request the appropriate forms.

Q: Do I need to submit my CPE certificates and documents when I renew?

A: You do not need to submit the certificates and documents for review. You, however, must make sure that you indeed do meet the requirements if you are seeking an active license.

Q: Do you ever audit licensees?

A: Yes, the board will be performing an audit of randomly selected license renewals this year. The board will be auditing a significantly higher percentage than in the past. Individuals that are audited must provide copies of all documents and certificates of Continuing Professional Education for the three (3) years from January 1, 2009 to December 31, 2011.

Q: Who should I contact if I have more questions?

A: Please email accountancy@PLA.IN.gov and you should receive a response within 24 hours.